



DEPARTMENT OF THE ARMY
1ST BATTALION, 1ST AIR DEFENSE ARTILLERY
UNIT 5140
APO AP 96368

APMC-PB

18 June 09

MEMORANDUM FOR All personnel assigned, attached or OPCON to 1-1 ADA, Unit 5140,
APO AP 96368

SUBJECT: Policy Memorandum #1 – Commander's Standing CCIR

1. Purpose. To establish criteria for battery / company commander, first sergeant, staff, and leader notification to the battalion commander for events involving the Snake Eyes Soldiers, Families, DA civilians, and Japanese employees. These criteria are established to facilitate information flow, keep the chain-of-command informed, bring the weight of battalion resources to bear on a problem, and facilitate damage control.

2. Wake up criteria. Provide **immediate** information to the battalion commander **and** command sergeant major:

- Death or serious injury (loss of limb or eyesight, hospitalization) of a Snake Eyes Soldier/Family member, DA civilian, or Japanese employee.
- Loss of a sensitive item or significant quantity of ammunition.
- Significant destruction or loss of government property under our control (barracks, offices, vehicles, etc.)
- Issues/actions involving or that have potential to involve the media with adverse results or that will significantly impact our relationship with the civilian community.
- Allegations of misconduct by Officers or NCOs in the Battalion.
- Any violent assault that results in a critical injury, rape, suicide or kidnapping.

3. General Notification. Notify battalion commander and command sergeant major within first 12 hours of the incident:

- Negligent discharge of a weapon.
- Spouse/Child abuse – minor injury, threats, or substantiated allegations.
- Any activity by Snake Eyes Soldiers, Family members, DA civilians, or Japanese employees that will hit the blotter or causes their arrest by host nation or joint service law enforcement (be sensitive to local community/press reaction per wake up criteria); i.e. DUI, illegal narcotics, arson, traffic accident.
- Suicide gesture/attempt (Soldier/Family member or DA civilian) that does not result in significant injury.
- Investigations by outside activities – MPI, CID, IG – never impede the investigation.
- Barracks incidents that demonstrate a lack of control/discipline (fights, destruction of property, significant larceny).
- Leave Extensions.

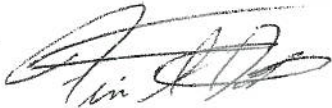
4. This list is not all inclusive and stands as a guide for leaders. When in doubt, do not hesitate to call your chain-of-command or unit commander.

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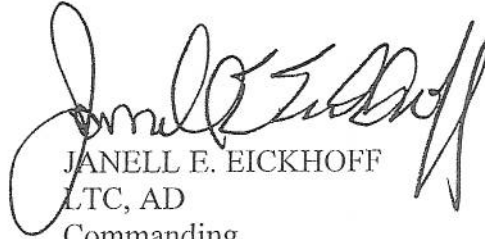
5. This policy letter will remain in effect until canceled or superseded.
6. The Battalion Commander is the proponent for this policy.

"FIRST AMONG EQUALS!"



FINIS A. DODSON
CSM, USA

Battalion Command Sergeant Major



JANELL E. EICKHOFF
LTC, AD
Commanding